

## eData Faculty Guide: Proposal Searches (by Program or Title)

Through eData, Investigators are able to search existing proposal or program titles to enable collaborative research on campus with other investigators and departments/colleges, as well as partner institutions. Follow these steps to search proposals by program or title:

1. Log into **Access Plus**, Click **UBusiness**, then **eData**.

2. Click **Sponsored Programs**.

**Reporting** on the blue home screen.

3. Click **Here** for Activity Detail Reports.

4. Click **Here** to Search for Proposals by Title or Program.

5. Change the **Search In** selection.

6. Enter your search criteria and click **Search**.

**TIP:** If only a few results were returned, click **Options** to further define your Search.

The screenshot displays the 'Sponsored Programs Activity Detail - Proposals Title Search' interface. At the top left is the Iowa State University logo. The main heading is 'Sponsored Programs Activity Detail - Proposals Title Search'. Below this, there is a 'Search in' dropdown menu currently set to 'Proposal Title'. A 'Keywords:' section prompts the user to 'Type one or more keywords separated by spaces.' with an input field and a 'Search' button. An 'Options' dropdown is visible below the search bar. The main area is divided into two columns: 'Results' on the left and 'Choice' on the right. Between these columns are 'Insert' and 'Remove' buttons. At the bottom of each column are 'Select all' and 'Deselect all' links.

7. **Highlight** your result and click **Insert**.

8. Click the green **Select** button when your selections are in the choice list.

9. Click the yellow **Run** button (this will only appear after clicking **Select**).

You can now generate reports based on your selection. If you would like to generate reports on data other than your selection, return to the **Activity Detail - Proposal Portal Selection Page** by closing your current tab.